

Dear President Rogers,

My name is Melanie Moore and I am contacting you in regards to the college student position. I am a resident of Harvey and just finished Nursing School at South Suburban College and will be graduating on May 19, 2013 and will be taking the NCLEX by the end of July. I have worked before as a college student under the supervision of Lisa Sharpe and have been placed at all of the schools in the district during my three years. I have attached my resume for your viewing. If you have any questions or concerns please feel free to contact me via the contact information on my resume.

Thank You,

Melanie Moore

RECEIVED
MAY 08 2013
BUSINESS OFFICE

Melanie Moore
336 Shore Drive
Harvey, Illinois 60426
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Objective: Ambitious nursing student with 2 years of college clinical experience with a passion for learning and growing professionally within a dynamic healthcare environment.

Certifications:

- Registered Nurse, estimated July 2013
- CPR/AED/ADULT/INFANT/CHILD (Cardiopulmonary Resuscitation)
- Certified Nursing Assistant

Highlights of Qualifications

- Able to implement safe, competent, and ethical nursing interventions for clients and families in the healthcare setting according to institutional policy and regulations.
- Ability to develop and implement client care plans based on the needs of the client.
- Able to ensure a therapeutic environment by applying nursing strategies to the workplace.
- Experienced in interacting with patients and staff members in a professional, culturally sensitive manner.
- Able to acquire patient health history, obtain vital signs, weight, and specimens.
- Accurately calculate and prepare medication doses based on physician's recommendations.
- Provided direct patient care including personal hygiene, ambulation, and feeding.
- Assessed and documented physical condition of clients, administered medications, placed and removed catheters, removed IVs and administered enteral feedings.
- Computer skills include Microsoft Word, PowerPoint, and Excel.

Work History

2013	Student Nurse	Little Company of Mary Hospital Symphony of Crestwood Care Center Franciscan St. James Hospital	Evergreen Park, Illinois Crestwood, Illinois Chicago Heights, Illinois
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Duties included clinical rotations in Medical/Surgical and Psychiatric units, assessing and documenting physical condition of clients, administering medications, placing and removing catheters, removing IVs, changing dressings, and assisting with patient admissions and discharges. I was also responsible for providing direct client care including personal hygiene, ambulation, and feeding. Reported observations to preceptor and worked as part of a medical team.

2012	Student Nurse	Metro South Hospital Eastview Elementary School Providence Rehabilitation Center	Blue Island, Illinois Steger, Illinois Palos Heights, Illinois
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Duties included clinical rotations in Obstetrics, Pediatrics, and Medical/Surgical units, monitoring vital signs of client and newborn, administering medications per various routes, dressing changes, assessing client and newborn, assisting with vaginal deliveries, administering medications and feedings per

gastrostomy tube, monitoring client lab values, fetal heart rate monitoring, assistance with ambulation and Activities of Daily Living.

2011 Student Nurse Ingalls Memorial Hospital Harvey, Illinois

Duties included a rotation in the Medical/Surgical unit, assisting clients with personal hygiene and Activities of Daily Living, measuring Intake and Output, obtaining client history, client assessments, vital signs, client progress charting, administering medications per various routes, ensuring a safe and clean environment, feeding, and accompanying the client to any special procedures (e.g. MRIs, ultrasounds, colonoscopy).

2010 Student Nurse Methodist Hospital Gary, Indiana

Duties included a rotation in the Medical/Surgical unit, obtaining vital signs, administering medications, assessing the client, obtaining input and output, assessing client lab values, charting client progress using EPIC computer system, assisting the client with personal hygiene and Activities of Daily Living, maintaining a clean and safe environment, and feedings (oral and gastrostomy tube).

2007-2010 College Student Secretary Harvey Public School District 152 Harvey, Illinois

Duties included answering phone calls and taking messages, compiling important documents (Microsoft Word Excel and PowerPoint), assisting teachers in the classroom, assisting teachers with students on field trips, and preparing for meetings and presentations.

Education

Associate of Applied Science, Nursing (RN) estimated completion May 19, 2013
South Suburban College, South Holland, Illinois
Kentucky State University 2006-2009
Marian Catholic High School 2006

References furnished upon request.